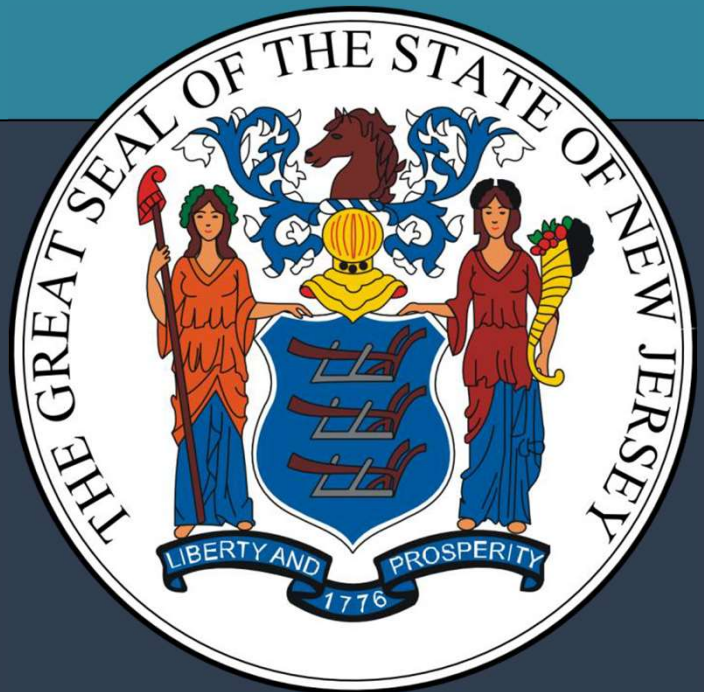


Precinct Central Touchpad

Poll Worker Training Guide

Election Day






State of New Jersey





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Assembly

Follow the steps below to setup the Touchpad Check-In Stations prior to the opening of the polls.

1. Set the carrying case containing the Touchpad units on the check-in table.	
2. Open the case by unlatching the two locks at the top of the case.	
3. Once opened, you will see a Touchpad, an ExpressVote printer with an attached print server, and their associated charging cords and accessories.	
4. Remove the Touchpad, ExpressVote printer, and print server with cords from the case and place them on the table along with the charging cords and accessories.	
5. Remove and power on the Nighthawk and plug in to the power source. (Nighthawk model will vary).	

<p>6. Open your Touchpad by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, break the binding and flip open. Set the Touchpad on the table.</p>	
<p>7. Locate your charging cord. Insert the compatible end of the white charger into the charging port of the Touchpad.</p>	
<p>8. Plug the brick into a power outlet. The Touchpad will now turn on automatically.</p>	
<p>9. Plug in the ExpressVote printer and Print Server. Verify that both are powered on – you should see a steady red light when the print server is powered on.</p>	
<p>10. To set up the Epson thermal printer, start by connecting the charging block to its power cord.</p>	

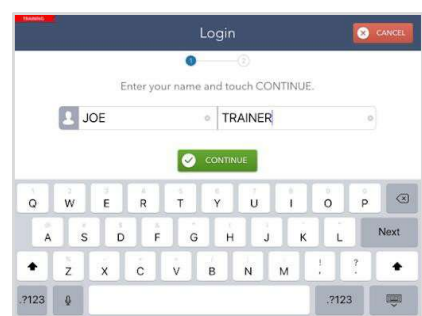
11. Plug the power cord into an outlet.	
12. Push the power button at the top of the printer to turn it on.	
13. All hardware is now set up and ready to start.	

Logging into the Touchpad

1. The EPB application will automatically launch. Prior to logging in, verify that, if using a printer, the printer icon is green. Further, verify the charging icon is green. Most importantly, verify that there is a green connectivity icon in the *Connectivity and Sideways Status* bar, not a red broken heart. Once finished, touch the green START button to begin logging in.



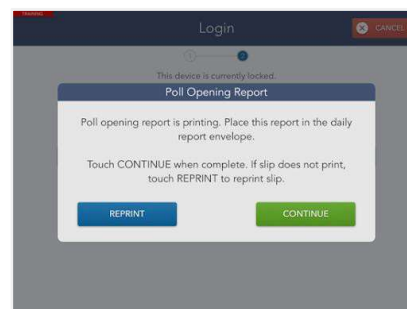
2. Enter your full first and last name using the pop-up keyboard and touch CONTINUE.



3. Enter the password given then touch UNLOCK DEVICE.



4. If printers are being used for this election in your county, a Poll Opening Report will print. Touch CONTINUE to complete the login process.



5. The Zero Report will print. Touch CONTINUE to get to the Launchpad.



The Launchpad

This is your home screen. After every check-in you should arrive back at this screen.





At the top of the screen you will see:

- 1** Troubleshooting Menu
- 2** Jurisdiction Name
- 3** Launchpad Menu

At the bottom of the screen you will see:

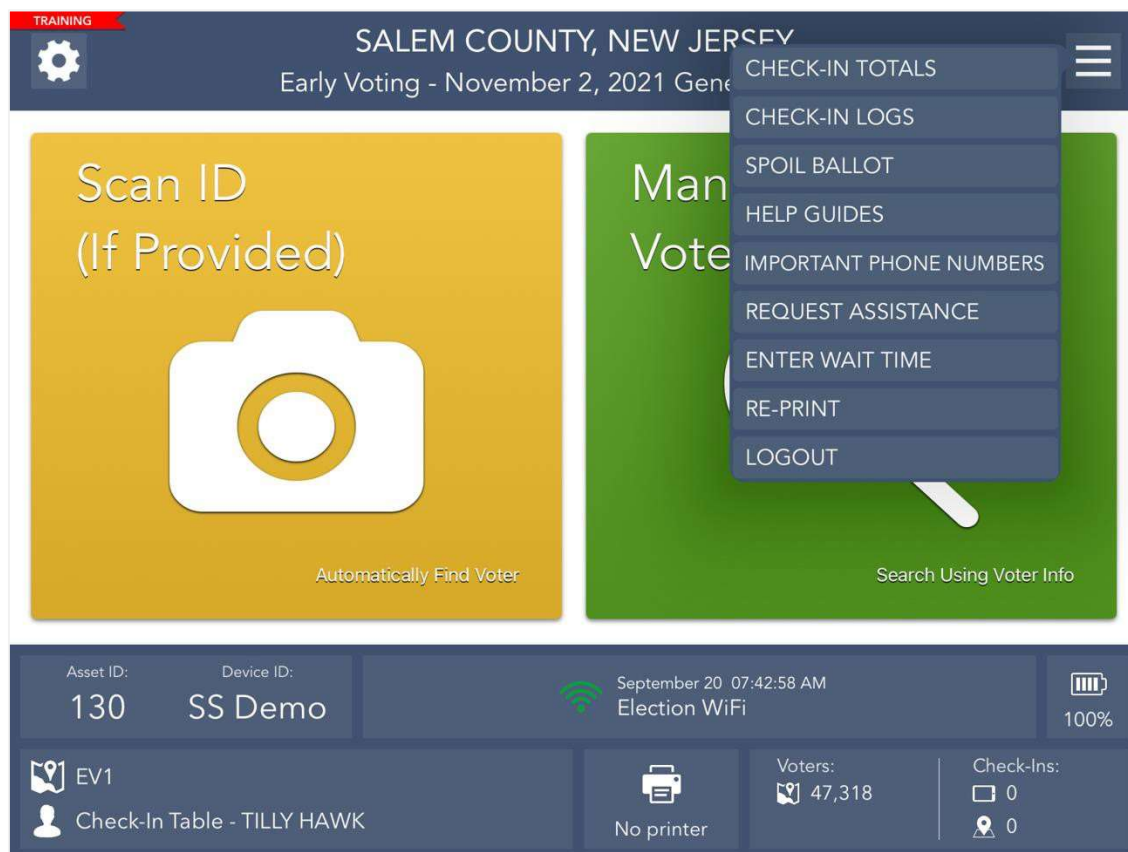
- 4** Voting Location, Job Title, and Username
- 5** Connectivity and sideways status
- 6** Battery status

Yellow and Green Search Buttons

-  To search for a voter by scanning their ID, touch DRIVER'S LICENSE SCAN
-  To search for a voter manually, touch MANUAL VOTER SEARCH

The Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



- Check-in Logs – Use this feature to view a running log of all check-ins.
- Check-in Totals – View running totals of different ballot styles issued throughout the day.
- Spoil Ballot – Use this feature to spoil and / or reissue a ballot to a voter
- Help Guides – View Informational guides and videos on Election Day.
- Important Phone Numbers – Gives access to a directory of phone numbers for election officers and voting equipment assistance.
- Enter Wait Time – Upload current wait times back to the Elections Office
- Request Assistance – Allows poll workers to notify the Elections Office of any incidents or concerns at a polling location
- Logout – Use this feature to temporarily logout for a break or to close the election at the end of the day.

Searching for a Voter

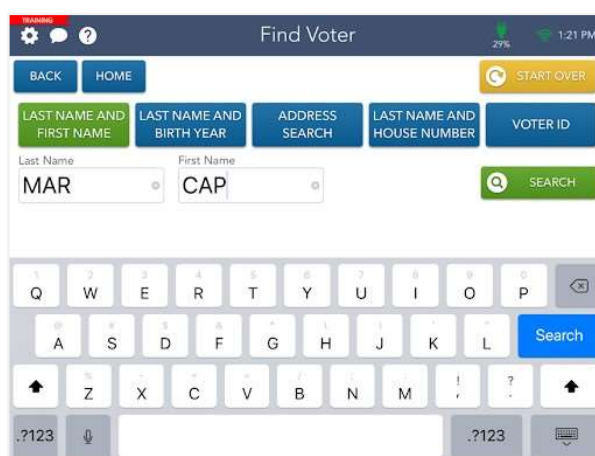
Manual Voter Search

1. **Insert a blank ballot card** into the ExpressVote Printer. The cut corner of the card should be on the top-right.

To search for a voter using a valid ID type, touch the yellow Manual Voter Search button on the Launchpad screen.

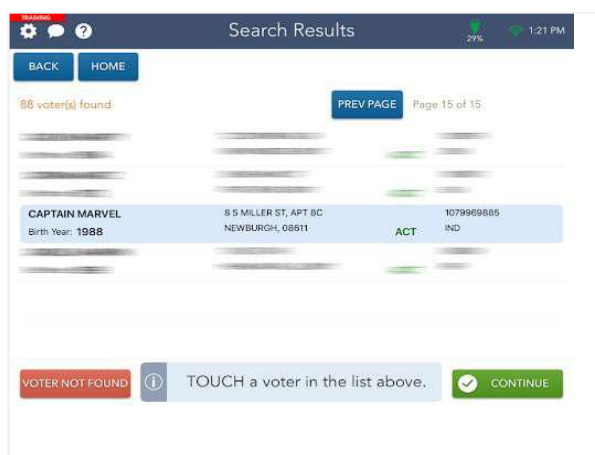


2. Using information provided by the voter, use one of the five available search options to search for the voter's record. Enter the voter's information into the search fields chosen by using the on-screen keyboard and touch the green SEARCH button to continue.

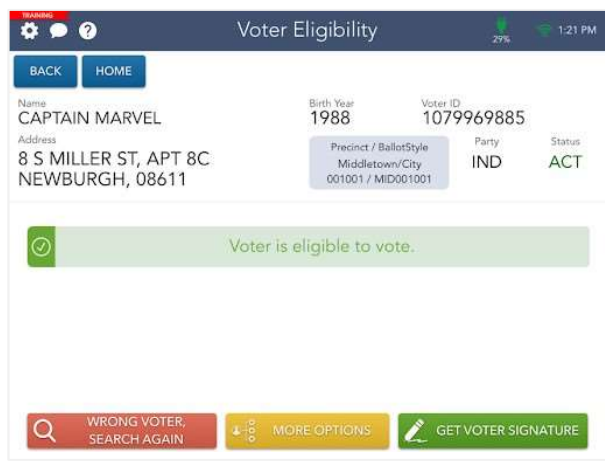


3. If only one voter matches the search criteria, the Voter Identification screen will appear automatically. Continue checking in your voter.

If more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch the green CONTINUE button.



- After you select a voter, you will be redirected to the Voter Eligibility screen. The voter's information will be displayed. Touch GET VOTER SIGNATURE to navigate to the Voter Signature screen.



The screenshot shows the 'Voter Eligibility' screen with the following information:

Name	Birth Year	Voter ID	Party	Status
CAPTAIN MARVEL	1988	1079969885	IND	ACT

Address: 8 S MILLER ST, APT 8C NEWBURGH, 08611

Precinct / BallotStyle: 001001 / MID001001

A green bar with a checkmark icon and the text 'Voter is eligible to vote.' is displayed.

At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

Searching for a Voter

Scan Photo ID or Barcode from Sample Ballot

1. **Insert a blank ballot card** into the ExpressVote Printer. The cut corner of the card should be on the top-right.

To search for a voter using their state ID, touch the green Scan ID (If Provided) button on the Launchpad screen.



2. Place the state ID in front of the camera lens on the back of the Touchpad so that it can be seen in the green box on the screen. The Touchpad will begin scanning automatically.



3. After you've scanned the voter's ID, you will be redirected to the Voter Eligibility screen. The voter's information will be displayed. Touch GET VOTER SIGNATURE to navigate to the Voter Signature screen.

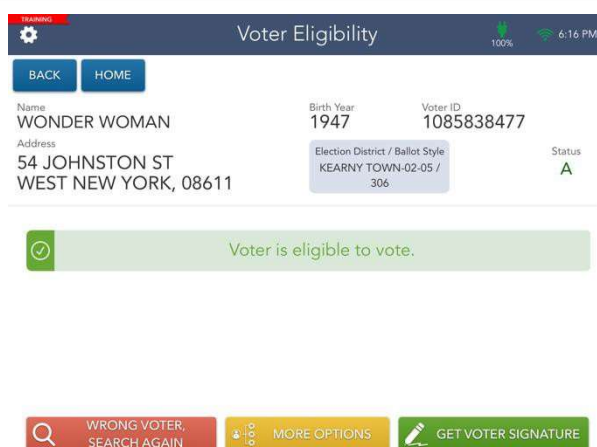


Checking-In a Voter


1. Once you have found the correct voter, their information will display on the Voter Eligibility screen.

If the voter is eligible to vote via a regular ballot, the screen will display a green “Voter is eligible to vote” message.

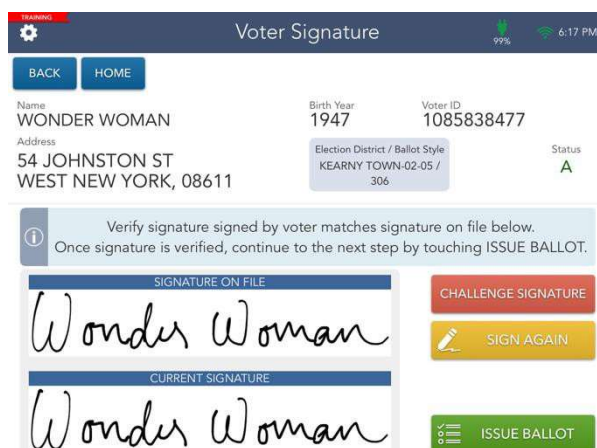
Select **GET VOTER SIGNATURE** to continue processing them.



2. The Voter Signature screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the DONE button.



3. Flip the screen back toward you and verify that a complete and valid signature has been captured. Select the **ISSUE BALLOT** button to continue.



4. A popup will appear. Initial in the box, then select **DONE**.

5. Enter the Ballot Stub number in the *Ballot Stub Number* box and press **PROCESS**.

6. Great job! Hand the voter the printed ballot card and direct them to the voting machines. Press **PROCESS NEXT VOTER** to proceed.

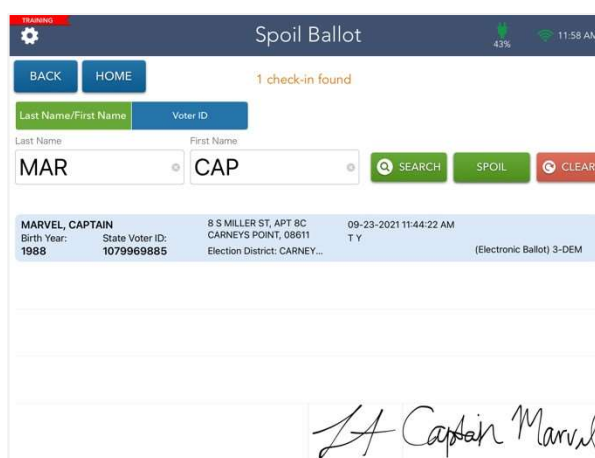
Be sure to Insert a blank ballot card into the ExpressVote Printer. The cut corner of the card should be on the top-right.

Spoiling a Ballot

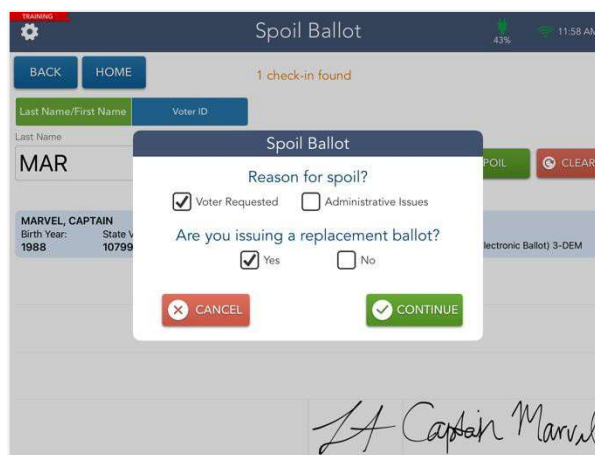
1. To spoil a ballot, open the Launchpad Menu and select the SPOIL BALLOT link.



2. Search for and select the voter check-in you would like to spoil, then click the green SPOIL button.



3. Select the reason the ballot is being spoiled and whether or not you will be issuing the voter a replacement ballot. After you've done so, select CONTINUE.



- If you are not issuing a replacement ballot, steps 5-6 will not apply to you. Instead, you will be redirected to the Processing Complete screen where you can begin processing the next voter.

WARNING

Spoil Ballot

43% 11:58 AM

BACK HOME

1 check-in found

Last Name/First Name Voter ID

Last Name

MAR

MARVEL, CAPTAIN

Birth Year: State V

1988 10799

Are you sure you want to spoil the ballot for CAPTAIN MARVEL?

NO YES

Electronic Ballot) 3-DEM

LA Captain Marvel

- Once they have done so, tilt the screen back toward you and continue the voter check-in process as you normally would.

Captain Marvel

I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the state and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any federal or State laws. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT STATEMENT MAY BE CAUSE FOR REVOCATION OF MY VOTING RIGHTS.

Please sign below

DONE

CAMBIAR DE IDIOMA CLEAR

STATUS ACT

Election District / Ballot Style
CAPTAIN'S POINT
TOWNSHIP-00-01 / 3-DEN

1988 Year Born

10796969885 Voter ID

SPOIL & REISSUED

BACK HOME

Voter Signature

11:59 AM 43%

- Select PROCESS NEXT VOTER once you have finished and move onto the next voter.

Processing Complete

43%

11:59 AM

SPOIL & REISSUED

Name

CAPTAIN MARVEL

Voter ID

1079969885

Ballot Style

3-DEM

✓

Voter successfully checked in

Great Job!

Request voter to surrender spoiled ballot to the poll worker.
Place the spoiled ballot inside the spoiled ballot envelope.

Hand the voter the Voter Access Card and direct them to the

PROCESS NEXT VOTER

Mail-in Ballot — Requested

- When a voter has *requested* a mail-in ballot and tries to vote in-person, they will have to vote provisional. Select **Process Provisional** to continue. Check-in as usual (Enter Ballot Sub Number, Print ballot card, hand ballot card and **Provisional Ballot Affirmation Envelope** to voter).

Voter Eligibility 55% 12:50 PM

BACK HOME **Absentee Requested**

Name: WADE WILSON Birth Year: 1954 Voter ID: 1083940191
 Address: 21 S MILLER ST, APT 3
 CARNEYS POINT, 08611 Election District / Ballot Style: CARNEYS POINT TOWNSHIP-00-01 / 3-DEM Status: A

Absentee Requested

⚠ Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter has requested a Mail-In Ballot. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS **PROCESS PROVISIONAL**

Mail-in Ballot — Returned

- When a voter has *returned* a mail-in ballot and tries to vote in-person, they will have to vote provisional. Select **Process Provisional** to continue. Check-in as usual (Enter Ballot Sub Number, Print ballot card, hand ballot card and **Provisional Ballot Affirmation Envelope** to voter).

Voter Eligibility 59% 1:21 PM

BACK HOME **Mail-In Ballot**

Name: PETER QUILL Birth Year: 1997 Voter ID: 2133797857
 Address: 81 CHAMBERS ST, APT 3
 CARNEYS POINT, 08611 Election District / Ballot Style: CARNEYS POINT TOWNSHIP-00-01 / 3-DEM Status: A

Mail-In Ballot

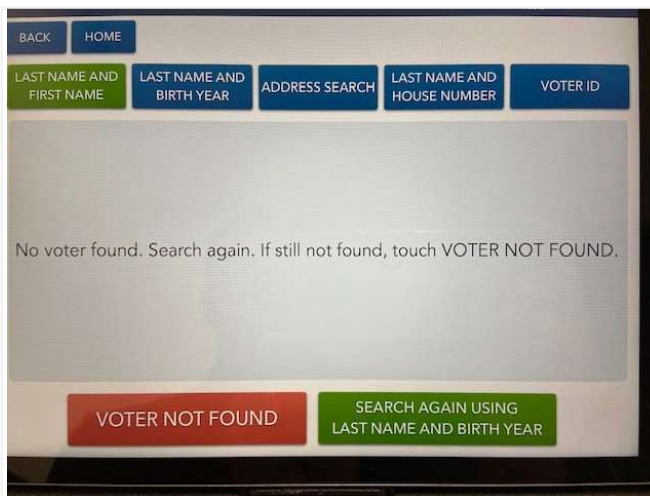
⚠ Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter has already voted by Mail-In Ballot. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.

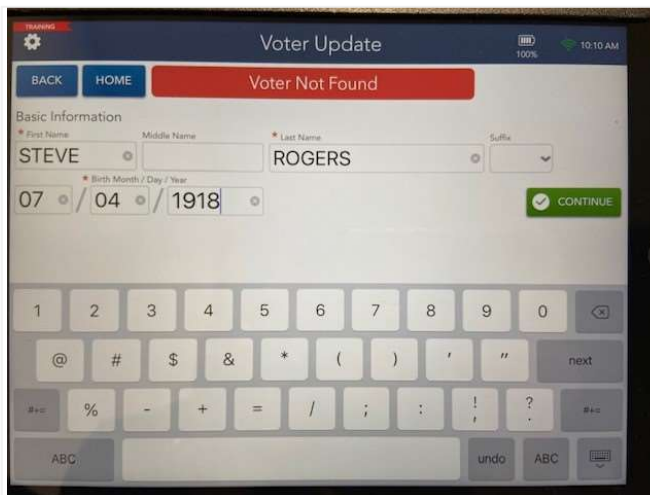
WRONG VOTER, SEARCH AGAIN MORE OPTIONS **PROCESS PROVISIONAL**

Voter Not Found — Provisional

1. If you Search for a Voter by full name and you see “No voter found. Search again”, that voter will need to vote via **Provisional Ballot**. Select the red “Voter Not Found” button.



2. On the **Voter Update** screen, enter the full name and date-of-birth, then select “Continue”

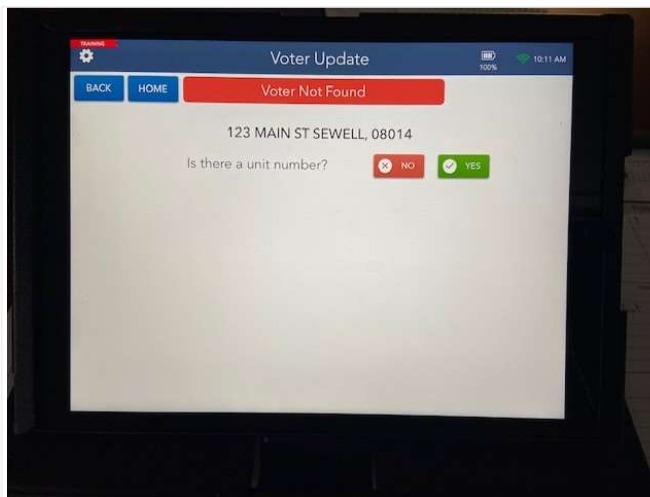


Voter Not Found — Provisional

3. Enter the Voter's House Number and Street, then select **Search**. A list of addresses will appear based on matched criteria. Be sure to select the appropriate entry based on town/zip code and then select **Continue**

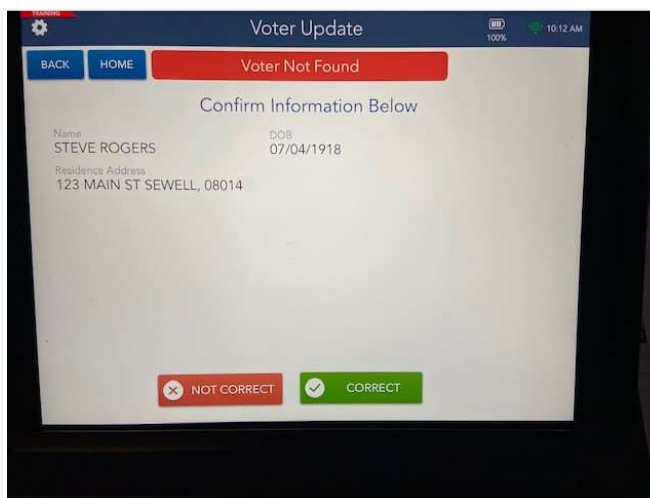


4. If there is a Unit/Apartment Number, Select Yes and enter the appropriate info. Otherwise Select No to Continue.

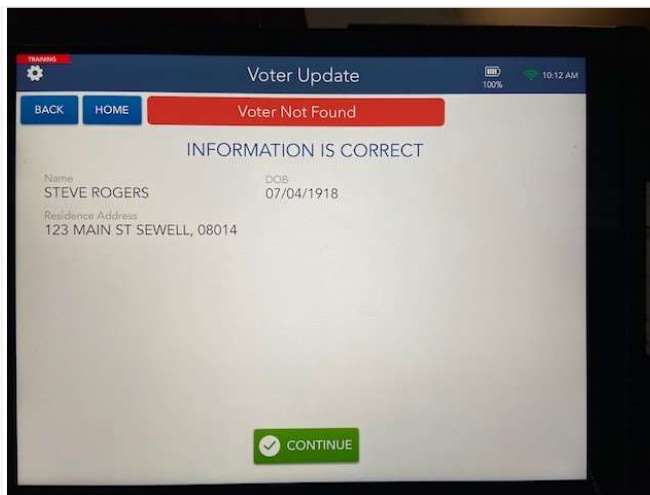


Voter Not Found — Provisional

- The screen will now flip for the Voter to confirm his/her information.

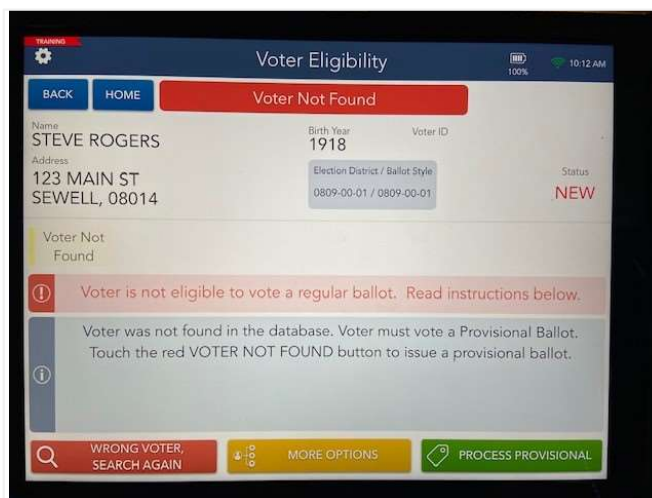


- The screen will now flip back to the pollworker. Select **Continue**.



Voter Not Found — Provisional

7. The voter will need to vote via Provisional ballot. Select **Process Provisional** to continue. Check-in as usual (Enter Ballot Sub Number, Print ballot card, hand ballot card and **Provisional Ballot Affirmation Envelope** to voter).



Early Voted

- When a voter has early voted and tries to cast a ballot on Election Day, they will have to cast a provisional ballot. Select **Process Provisional** to continue. Check-in as usual. (Enter Ballot Sub Number, Print ballot card, hand ballot card and **Provisional Ballot Affirmation Envelope** to voter).

The screenshot shows the 'Voter Eligibility' screen with the 'Early Voted' tab selected. The voter's information is displayed: Name: LOGAN WOLVERINE, Birth Year: 1972, Voter ID: 1078016090, Address: 169 LIBERTY ST, CARNEYS POINT, 08611. The Election District / Ballot Style is CARNEYS POINT TOWNSHIP-00-01 / 3-DEM, and the Status is A. A message box states: 'Voter already voted during Early Voting in this election. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'PROCESS PROVISIONAL'.

Already Voted

- When a voter has already voted and tries to cast a ballot on Election Day, they will have to cast a provisional ballot. Select **Process Provisional** to continue. Check-in as usual. (Enter Ballot Sub Number, Print ballot card, hand ballot card and **Provisional Ballot Affirmation Envelope** to voter).

The screenshot shows the 'Voter Eligibility' screen with the 'Already Voted' tab selected. The voter's information is displayed: Name: VICTOR STONE, Birth Year: 1947, Voter ID: 1084502834, Address: 18 LANDER ST, CARNEYS POINT, 08611. The Election District / Ballot Style is CARNEYS POINT TOWNSHIP-00-01 / 3-DEM, and the Status is A. A message box states: 'Voter has already voted in this election. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'PROCESS PROVISIONAL'.

ID Required

1. Some voters are required to present a form of ID to cast a ballot.

Touch the **Record ID** button to proceed with the check-in.

The screenshot shows the 'Voter Eligibility' screen. At the top, there's a 'TRAINING' indicator and a settings icon. The title 'Voter Eligibility' is centered, with battery (56%) and time (12:58 PM) on the right. Below the title are 'BACK' and 'HOME' buttons. The voter's name is 'CYRUS GOLD', birth year is '1994', and voter ID is '1197945148'. The address is '88 JOHNSTON ST, CARNEYS POINT, 08611'. The election district is 'CARNEYS POINT TOWNSHIP-00-01 / 3-DEM' and the status is 'A'. A yellow banner indicates 'ID Required'. A green message box states 'Voter is eligible to vote.' Below it, a blue information box says 'This voter is required to present a form of ID. Touch the green RECORD ID button below to continue.' At the bottom are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'RECORD ID' (green).

2. Select the ID type provided by the voter. If voter did not provide ID, touch Not Provided— voter will vote provisionally.

Once the ID type is selected, check-in as usual.

The screenshot shows the 'Select Reason' screen. At the top, there's a 'CANCEL' button. Below it, a blue information box says 'Select the ID type provided by the voter. If voter did not provide ID, touch Not Provided - voter will vote provisionally.' Below this are several buttons for ID types: 'Valid NJ Drivers License or MVC Non-Drivers ID', 'Any Photo Identification', 'Government Document with the Voters Name', 'Current Utility Bill', 'Tax Bill', 'Rent Receipt', 'Other', and 'Not Provided'.

Affirm Address

1. In some cases, the voter must confirm the address on file and complete the Affirmation of Residency Form. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot.

Under the **More Options** dropdown, there are the following options: (1) Manual Provisional, (2) Challenge Voter, and (3) Request Assistance.

Once the steps above have been completed, touch **Get Voter Signature** and sign-in as usual.

The screenshot shows the 'Voter Eligibility' screen. At the top, there's a status bar with 'TRAINING', a gear icon, 'Voter Eligibility', '57%', and '1:00 PM'. Below this are 'BACK' and 'HOME' buttons. The main section displays voter information: Name 'GREEN LANTERN', Birth Year '1976', and Voter ID '1179118859'. The address is '191 LIBERTY ST ST, APT 3, CARNEYS POINT, 08611'. To the right, it shows 'Election District / Ballot Style' as 'CARNEYS POINT TOWNSHIP-00-01 / 3-DEM' and 'Status' as 'A'. A yellow button labeled 'Affirm Address' is present. Below this, a green banner states 'Voter is eligible to vote.' A blue information box explains that the voter must confirm their address and complete the Affirmation of Residency Form, noting that if the current address differs from the file, a Provisional Ballot must be voted. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

Voter Redirect

1. If a voter tries to check-in at the wrong voting location, Touchpad will re-direct them to their correct voting location.

Touch **Re-Direct Voter** to give the voter instructions to their assigned voting location.

2. Provide the voter with their correct voting location's address, as well as the map view of the voting location.

3. If your county is using printers, hand voter the printed Re-Direct slip to assist with their navigation.

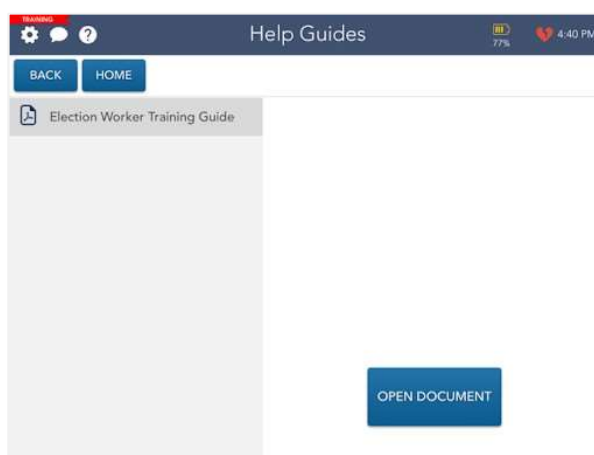
Help Guides & Phone Numbers

1. On Election Day, there may be times when questions come up. These questions can often be easily answered by reviewing information housed in the Touchpad. Informational documents and videos can be reviewed from the Touchpad, as well as contact information for key election staff. The Help Guides and Important Phone Numbers pages can be from the Launchpad Menu.



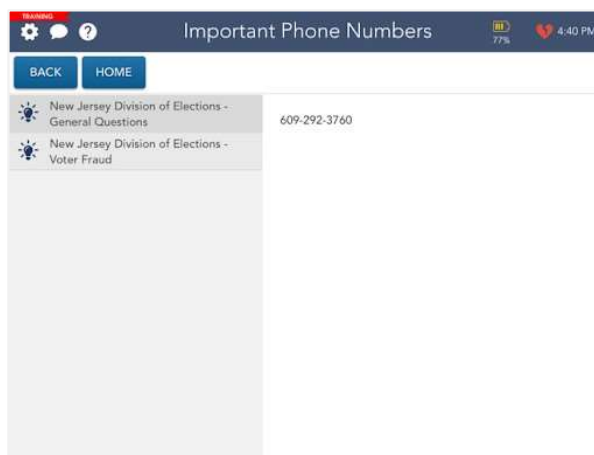
2. Once you have been redirected to the Help Guides page, a list of available videos and/or documents will appear in the left menu.

To view a document or video, select it from the list and select the OPEN DOCUMENT button.



3. Once you have been redirected to the Important Phone Numbers Page a list of contacts will appear.

Select a contact from the contact list to view their phone number.



Check-In Totals

Select the CHECK-IN TOTALS link from the Launchpad Menu to view this screen. Here, you will be able to see a running total of all ballots issued throughout the day.

The screenshot shows the 'Check-In Totals' interface. At the top, there's a header with 'Check-In Totals' and a status bar showing 77% and 4:32 PM. Below the header are three buttons: BACK, HOME, and PRINT. A red circle with the number '1' points to the 'Include For' section, which has two tabs: 'This Location' (selected) and 'This Touchpad'. To the right of these tabs is a 'Show Precinct' section with 'No' and 'Yes' buttons. Further right is a 'Select Date' dropdown menu with a 'CLEAR' button, highlighted by an orange circle with the number '2'. Below these controls is a table with the following data:

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total
MID001001	13	Paper Ballot	2	2	1	5
Total for: MID001001			2	2	1	5
Grand Total:			2	2	1	

These totals allow you to account for all ballots issued. In the *Include For* section at the top left of the screen, select **This Touchpad** 1. To view only the current day's check-ins, select the appropriate date in the **Select Date** dropdown. 2

Check-In Logs

Select the CHECK-IN LOGS link from the Launchpad Menu to view this screen. During Election Day, a log is kept of all the voters who have been checked in on a particular Touchpad or at the location.

Check-In Logs 77% 4:32 PM

4 check-ins found

Include Spoil: Yes No Only Include Provisional: Yes No Only Include For: This Location This Touchpad Sort By: Check-In Time Name Select Date: 2021-04-21 CLEAR

STONE, VICTOR Birth Year: 1947 State Voter ID: 1084502834	18 LANDER ST NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:51:30 PM JOE TRAINER	Provisional (Paper Ballot) MID001001
PARKER, PETER Birth Year: 1958 State Voter ID: 1084384641	123 3RD ST, APT 3A NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:52:50 PM JOE TRAINER	(Paper Ballot) MID001001
MARVEL, CAPTAIN Birth Year: 1988 State Voter ID: 1079969885	8 S MILLER ST, APT 8C NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:53:32 PM JOE TRAINER	Reissued (Paper Ballot) MID001001
MARVEL, CAPTAIN Birth Year: 1988 State Voter ID: 1079969885	8 S MILLER ST, APT 8C NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:55:18 PM JOE TRAINER	(Paper Ballot) MID001001

These logs allow you to account for all voters checked in as well as any spoiled and provisional ballots. To change from This Location to This Touchpad, select the appropriate button in the Include For section.

Select a voter to view an image of their signature.

Closing the Election

1. Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad, open the Launchpad Menu and select LOGOUT.



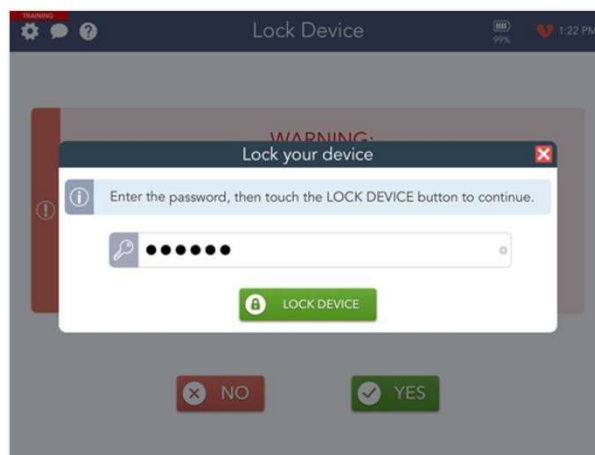
2. A pop-up will appear. Select the yellow CLOSE FOR THE DAY button to begin the closing process. This closing process will be completed at the end of each day.



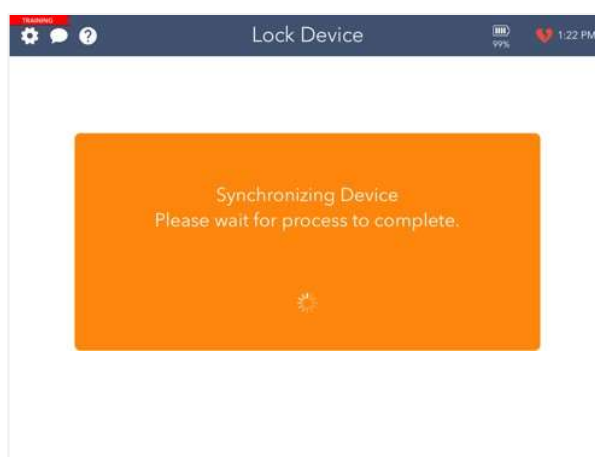
3. A warning screen will appear. If you are ready to close the election, select YES.



4. Enter the passwords you've been given to lock the device then select the LOCK DEVICE button.



5. An orange screen will appear with a "Synchronizing Device" message. Wait for the message to disappear.



6. Congratulations, you have closed out your election!

If your Device has not sent all transactions, PENDING will appear in the left-hand corner.

Don't panic! This is normal. Complete the rest of your end-of-election procedures.



7. Power down the Touchpad by holding down the power button. Place equipment back into their carrying cases.